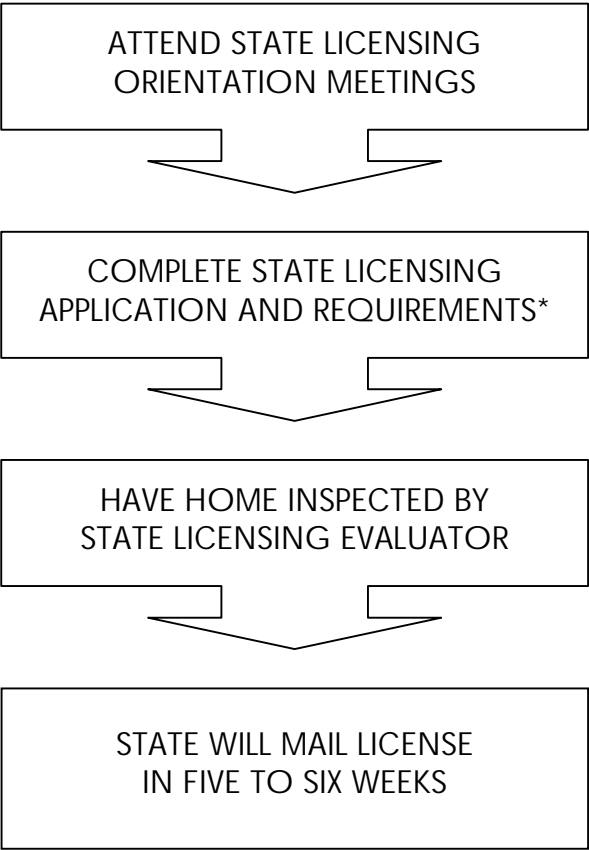


SMALL FAMILY DAY CARE HOME
FLOWCHART

Follow these steps to open a family day care home for one (1) to six (6) (sometimes eight [8]) children.



* State licensing requirements are subject to change. Contact the State for their most recent requirements.

This guide is provided to you by the
City of Riverside
Planning and Building Department

3900 Main Street, Third Floor
Riverside, California 92522
www.RiversideCA.gov

Planning Division
Phone (951) 826-5371

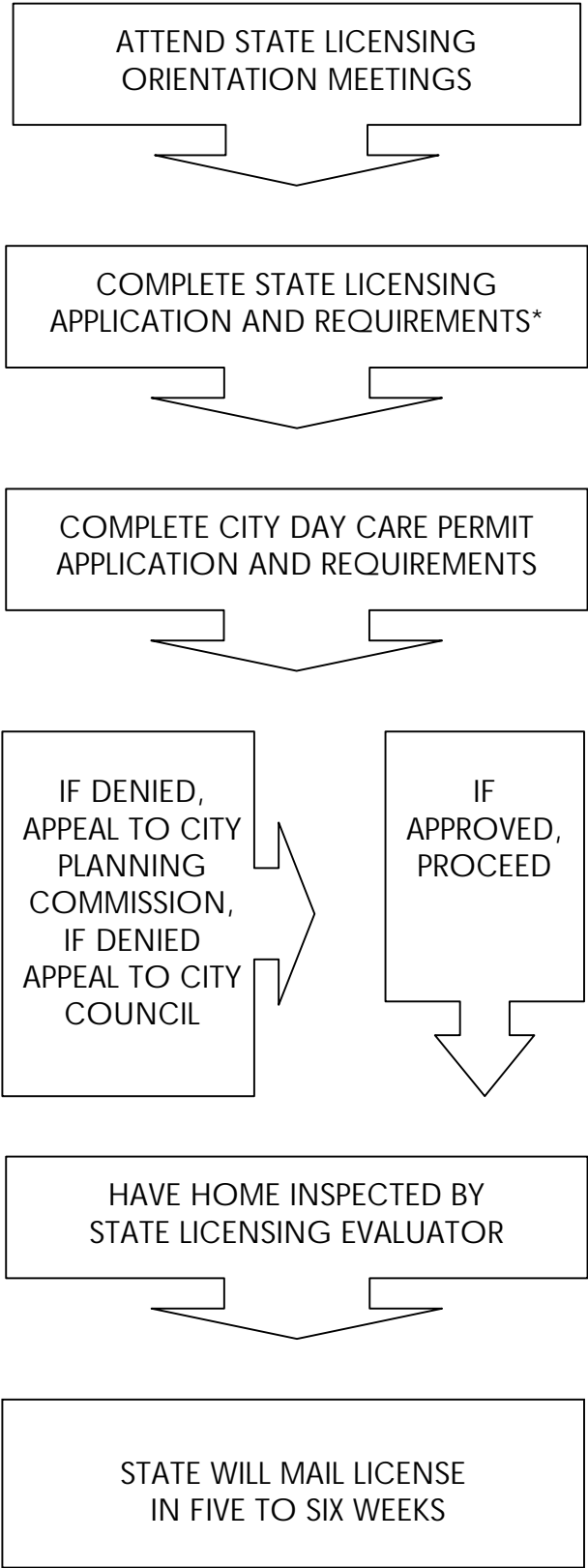
Fax (951) 826-5981
Email: PlanInfo@RiversideCA.gov

Building and Safety Division
Phone (951) 826-5697

Fax (951) 826-5622
Email: PlanCheckInfo@RiversideCA.gov

LARGE FAMILY DAY CARE HOME
FLOWCHART

Follow these steps to open a family day care home for seven (7) to twelve (12) (sometimes fourteen [14]) children.



FAMILY DAY CARE HOMES
A GUIDE FOR SMALL AND LARGE PROVIDERS

*City of Riverside
Planning and Building Department
August 2004*



FAMILY DAY CARE HOMES

The City of Riverside believes that day care providers offer valuable services and are assets to our community. This guide is intended to provide contacts, resources and some regulations for family day care homes. We hope that this information will make the establishment of your new home a success.

THE PROCESS

First, verify that the type of daycare home you are proposing can meet all State and City requirements.

1 . State Orientation – both small and large family day care home providers are to attend the orientation provided by the California Department of Social Services, Community Care Licensing Division.

2 . Apply – to the State for a day care license. For small family day care homes, it is not necessary to apply for a permit from the City, but you will need a City business tax exemption.

For large family day care homes, apply for a day care permit from the City in addition to the State. The City application includes requirements to obtain a City Fire Safety Inspection and Business Tax Certificate. The City charges \$198.00 to apply, plus business tax, which is based on the estimated gross receipts. The Fire inspection is free. The business tax certificate and fire inspection must be obtained before applying.

The City will notify neighbors within 100-feet at least ten days before issuing a permit. Prior to issuance, you or your neighbors may request a hearing. In that case, the City Planning Commission will act on the request, and they may approve, conditionally approve or deny the permit. The decision may be appealed to the City Council. City processing of your application takes about 30 days unless hearings are requested.

3 . Inspection – after securing any City approvals, have your home inspected by the State Licensing Evaluator.

4 . License is Issued – the State will mail the license about five to six weeks after the inspection.

DEFINITIONS

***Family Day Care Home** means a home that regularly provides care, protection and supervision in the provider's home, for periods of less than 24 hours per day, while parents or guardians are away, and is either a large or small family day care home.*

***Small Family Day Care Home** means a home that provides family day care for up to six (6) children, including children under the age of ten who reside at the home, and can go up to eight (8) children if all of the following conditions are met:*

At least one child is enrolled in and attending kindergarten or elementary school and a second child is at least six years of age No more than two infants are cared for during any time when more than six children are cared for;

The licensee notifies each parent that the facility is caring for two additional school-age children and that there may be up to seven or eight children in the home at one time;

The licensee obtains the written consent of the property owner when the family day care home is operated on property that is leased or rented.

***Large Family Day Care Home** means a home that provides family day care for seven (7) to twelve (12) children, including children under the age of ten who reside at the home, and can go up to fourteen (14) children if all of the following conditions are met:*

At least one child is enrolled in and attending kindergarten or elementary school and a second child is at least six years of age;

No more than three infants are cared for during any time when more than twelve children are being cared for;

The licensee notifies a parent that the facility is caring for two additional school-age children and that there may be up to thirteen or fourteen children in the home at one time;

The licensee obtains the written consent of the property owner when the family day care home is operated on property that is leased or rented.

CITY ZONING CODES

Small family day care homes are allowed uses in the residential zones without special land use requirements.

Large family day care homes need to meet standards for spacing and concentration, noise, traffic and parking. Details for large family day care homes are listed below:

Residence – the caregiver needs to reside in the home where child care is provided. The child care use needs to be clearly incidental and secondary to the residential use of the property. The residence needs to be maintained to retain the appearance of a home consistent with the general character of the neighborhood. The day care use shall operate for fewer than 24 hours per day;

Separation – at least 300-feet is required between any two large family day care homes. Variances may be requested from this standard;

Noise – the City's noise regulations are Title 7 of the Municipal Code. Ideally, you want your home to be a good neighbor;

Drop-Off / Pick-Up – for residences with frontage on or access from a planned 4-lane street, at least one paved area designed with on-site parking and maneuvering needs to be provided. This allows vehicles to drop-off / pick-up children and exit the site without backing out onto the street. The location and design of the paved area needs to be approved by the Planning and Building Department and the Public Works Department;

For all other residences, drop-off / pick-up is only permitted on the driveway, approved parking area, or directly in front of the residence. The drop-off / pick-up area needs to be convenient and safe, not in front of any neighbors' homes.

Employee Parking – at lease one off-street parking space needs to be provided for each employee of driving age who does not live in the home. The residential driveway approach is acceptable for this parking requirement if the parking space will not conflict with any required drop-off / pick-up area, and does not block pedestrians or the street.

Outdoor Play Area – needs to be safe and secure and supervision may be required by the State.

CITY FIRE AND BUILDING CODES

To use existing space in your residence, the requirements of the City Fire Department apply. Smoke detectors, fire drills, fire extinguishers, and additional areas of concern will be checked during the inspection. To modify, convert, or add on to your residence, building permits are also required.

RESOURCES

To find out where licensed child care is available, for questions about health and safety, and for information about subsidized child care contact this office:

Riverside County Office of Education
Child Care Resource and Referral Agency
Children's Services Unit
(951) 826-6626
<http://www.rcoe.k12.ca.us/divisions/cfs/index.html>

If you want to provide child care in your home contact this office:

California Department of Social Services
Community Care Licensing Division (CCLD)
Family Child Care Orientation is Offered at Nine Locations
General Information (951) 782-4200
Orientation Information (951) 782-6635
www.dss.cahwnet.gov.

To obtain a business tax certificate (when more than six children are cared for) or a business tax exemption (when up to six children are cared for), contact this office:

City of Riverside Finance Department
Business Tax Division
3900 Main Street, First Floor
Riverside, CA 92522
Information (951) 826-5465
<http://www.riversideca.gov/finance/default.htm>

If you want to provide child care for seven to fourteen children in your home, or want to build a room addition, contact this office:

City of Riverside Planning and Building Department
3900 Main Street, Third Floor
Riverside, CA 92522
Planning Division Information (951) 826-5371
Building and Safety Division Information (951) 826-5697
<http://www.riversideca.gov/planning/default.htm>

